

SPANISH FORK SERVICE AREA



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or “power-up” a current resume to get that interview! This workshop is designed for customers who are READY to write a resumé and start actively job searching.	Jan 17	9:00 AM–12:00 NOON	Spanish Fork EC
INTERVIEW SKILLS: Learn to be confident in an interview, research employers, market your skills, and answer questions to enhance interview effectiveness.	Jan 17	1:00 PM–4:00 PM	Spanish Fork EC
JOB CLUB: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	Jan 8, 10, 15, 17, 22, 24, 29, 31	8:00 AM–9:00 AM	Spanish Fork EC
JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications, and sending / posting resúmes—basic computer skills required.	Jan 24	9:00 AM–12:00 NOON	Spanish Fork EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the “hidden” job market.	Jan 24	1:00 PM–4:00 PM	Spanish Fork EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Jan 11, 18, 25 Jan 14, 28, 31	8:30 AM–10:30 AM 1:00 PM–3:00 PM	Spanish Fork EC
JOB PREP LAB: DWS staff assistance with registration, resúmes, completion of job applications, mock interviews, cover letters, thank you letters etc.	Jan 11, 18, 25	1:00 PM–3:00 PM	Spanish Fork EC
LINKEDIN #1: Learn how to complete an effective profile, add content that experts look for, obtain quality references and build your network.	Jan 14	10:30 AM–12:30 PM	Spanish Fork EC
LINKEDIN #2: Learn how to find and connect to high profile people, find networking opportunities, get introductions, learn personal brand management and conduct a job search.	Jan 16	10:30 AM–12:30 PM	Spanish Fork EC

To sign up for any of our **NO COST** workshops, go to jobs.utah.gov and select “Workshops” from the home page to register.

**Employment Center (EC)
Location**

Spanish Fork EC
1185 N. Chappel Drive

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

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